

## WORKPLACE SAFETY BOARD MINUTES

August 25, 2015

**Members Present:** Clyde Bunch, Pam Deppe, Tim Eggleston, Andy Goleman, Colleen Kelley, Tim Krell, Gray Noll, Jim Sausaman, Ryan Vaughn

**Members Absent:** Jeff VanHoos

**Others Present:** Bill Bloch, Jan Dowis, Denise McCrady, Charlie Stratton

Chair Bunch called the meeting to order.

Bunch requested a motion to approve the minutes from the April 28, 2015 meeting. A motion to approve the minutes was made by Krell and seconded by Deppe. Motion carried.

After introductions of the committee were made, Charlie Stratton reviewed the By-laws and mission of the Committee.

A motion to re-elect Clyde Bunch as Chairman was made by Krell and seconded by Noll. Motion carried.

A motion to elect Colleen Kelley as Vice-Chairman was made by Krell and seconded by Bunch. Motion carried.

Denise McCrady will continue to serve as Secretary.

The meeting schedule will remain as the last Tuesday of the month at 1:30 p.m.

McCrady discussed with the Committee the importance of a complete investigation of a reported workplace injury/incident. A draft of a new form was disbursed to the members for review and for suggestions. When an incident is reported, separate interviews will be conducted with the injured person, the supervisor and any witnesses. After all information on the incident has been gathered, suggestions for prevention of future incidents will be discussed, written and forwarded to the Department Head. Committee members were asked to review the form and to contact McCrady with any questions or suggestions.

There was no old business or public comment.

A motion to adjourn was made by Krell and seconded by Deppe. Meeting adjourned.